

Clerical and Office Branch
Purchasing and Stores Group
Stores Series

STORES SUPERVISOR

05/00 (CDH)

Summary

Under direction, supervise assigned warehousing operations for diverse specialized and common equipment, parts, supplies and property.

Typical Duties

Implement, coordinate and evaluate ongoing inventory and supply procedures, and layout and use of departmental storage facilities. Involves: planning space allocations to accommodate current and anticipated storage needs by analyzing capacities and accessibility of available buildings, structures, rooms, cages, yards and loading docks; directing receipt, inspection, storage, dispensing, movement, internal delivery and external shipment of bulk materials, work supplies, equipment and hazardous waste which includes ensuring compliance with specifications and invoices; verifying status, condition and security of inventory for which accountable, and entering and extracting information into computerized accounting and purchasing systems to generate related routine and ad hoc reports as required; overseeing identification, counting, other documentation, and maintenance of computerized records of quantity, quality, and costs of goods requisitioned, received, stored and issued; recommending and developing supply and parts sources, and overseeing or participating in obtaining product information from vendors; preparing specifications; reviewing and approving purchase requests; monitoring execution of approved supply contracts which includes checking that expenditures are within budget and notifying management of potential deviations; reviewing physical and computerized inventory controls, and recommending and establishing improvements in practices as required.

Supervise assigned non-supervisory general services manual and office employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under general supervision; logging activities, and preparing recurring or special activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D) equivalent; plus five (5) years of increasingly responsible experience in requisitioning, receiving, storing, moving, issuing and shipping materials, supplies or equipment, including one (1) year of warehousing diverse goods in a complex operational environment at a level comparable to Stores Clerk II; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: store keeping and inventory control practices for a wide variety of parts, supplies, and equipment in sheltered and unsheltered environments; computerized inventory records management procedures. Good knowledge of: basic accounting concepts. Some knowledge of: supervisory or work leader techniques.

Ability to: plan, assign, supervise and coordinate functions and activities for storage of supplies and materials used in diverse operations; maintain computerized records of materials and supplies received and disbursed; identify and locate normal and unique stock items through vendors, manuals and supply catalogs, including parts for obsolete or specialized municipal use equipment; establish and maintain effective working relationships with supervisory and trades employees, and directly with suppliers and manufacturers when parts, materials and equipment are required on short notice; identify user needs and operating requirements for various operating or maintenance functions; analyze data, develop and direct preparation of reports.

Skill in safe operation and care of: materials handling equipment and materials delivery or other motor vehicles; personal computer or network workstation and generic business productivity and specialized warehousing and inventory applications software comparable to that installed.

Physical Effort and Work Environment: Frequent: lifting, carrying, pushing or pulling of moderately heavy weight objects (up to 50 pounds); controlling or driving materials handling equipment in a congested warehouse environment. Occasional: driving through city traffic to make pick ups and deliveries, or conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's license, or equivalent from another state.

Special Requirement: Subject to call back, standby, and working flexible hours, weekends, holidays and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, or positions of a safety sensitive nature within Mass Transit, are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL